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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 27 SEPTEMBER 1988

I. Progress Report on Tasks Assigned by the DCI/DDCI:

II. Items or Events of Major Interest that have Occurred During the Preceding Week:

25X1

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25X1 (3) ICS (Inventory Control System). [redacted]
attended the year-end meeting for ICS/GAS/CONIF processing.
It was decided at this meeting that everything was running on
25X1 schedule and that no problems currently exist. Therefore,
there will be no more year-end meetings for this fiscal year.
[redacted] [redacted]

B. PLANNING::

(1) IMSS distributed copies of the new OL Planning Calendar and Guide for FY 89 and tasking for the autumn OL Planning Conference to all major OL components this week.

(2) At the request of the DA Management Staff, IMSS collected briefing materials for possible use in upcoming OMB briefings to be given by the DDA.

(3) IMSS, with assistance from the OL components, prepared a Status Report on the Directorate of Administration Goals for 1988. The report was submitted to the DDA at his request.

25X1 [redacted]

25X1 (5) At the request of the DDA, IMSS is preparing a draft of a paper on resource issues in OL that impact on the DS&T.
[redacted]

C. CLAS

(1) On 26 September 88 the CLAS Supply Team completed the official acceptance testing of the Bill of Materials (BOM) to Inventory Control System (ICS) interface. As of this date, the Supply Team certified the BOM to ICS interface as being ready to be placed in a production environment. The delivery delays and problems associated with this interface required

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that the Supply Team re-initiate the entire set of official test packets on several occasions, however, all testing has been completed ahead of schedule. The Cullinet BOM and Inventory software can be moved from the development to production data base as soon as the year-end processing is complete.

(2) The CLAS Users Guide is finished and a hard copy document will be available for system users at IOC. The Users Guide is a print out of the Cullinet on-line help instructions. The ability for the Office of Logistics to update this help on-line will ensure that users will always have quick reference to the most current set of guidelines and procedures.

(3) The CLAS Supply Team is in the process of producing a video tape that will demonstrate the inquiry procedures for users. Many users will be researching reference numbers and stock numbers with the Bill of Materials (BOM) package. The video will provide illustrations of the steps involved. The initial recording session is scheduled for the week of 26 September.

D. CLAIMS

(1) [] C/TPB, contacted [] Claims Officer, to request that she give a presentation to employees of his Branch regarding submission of a personal property claim to the Agency, so that they will be more knowledgeable in dealing with employees who suffer loss/damage to their household effects during authorized shipment/storage. The time and date of this presentation will be determined within the next few days.

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III. Significant Events Anticipated During the Coming Week:

IV. Perspective of Staff Activity:

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